

Assalamulaikum

Presentation on: Memo And Disadvantage of E-mail

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What are Memos?

- Memos are often used for communication within company.
- Memos are less formal and shorter than letter.
- The heading and overall tone make a memo different from business letter.
- All information is on single topic.

Memos

By Definition

A memo is a document typically used for communication within an company. Memos can be as formal as a business letter and to present a report.

Uses of memos

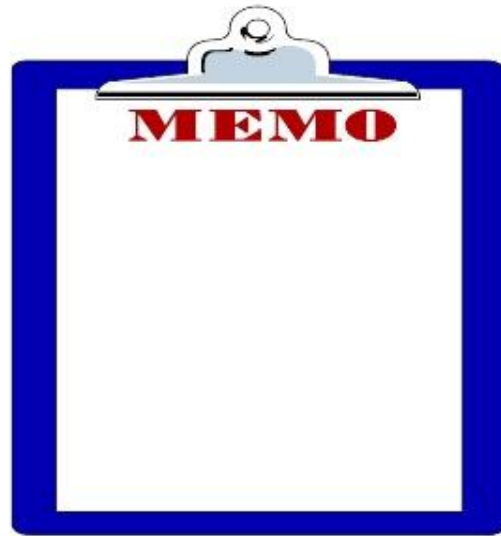
- To give information to someone
 - To issue an instruction
 - To request for help
 - To give suggestion

Strategy to write effective memo

The key strategies to write an effective memo quickly, without any loss of meaning or impact are:

- Preparation – determining the purpose, topic and reader's needs the memo serve.
- Writing – organizing and writing
- Review – Revising and checking the memo

WRITING A SIMPLE MEMO



The layout of a memo

Standard memos consist of two basic parts. Most large companies use standard template of a memo

Part 1

Here the word memorandum or memo appears at the top in large and heavy typed.

Example

Memo	

Part 2

Below the word memorandum or memo main heading comes. Main heading consist of: To, From, CC(If needed), Date, Subject. And in the body you will write your message.

Example

Memo	
To	(who should get the memo?)
From	(who sent the memo?)
CC	(Who else will get a copy of it?)
Subject	(what is the memo about?)
Date	(Current Date)
(Your message here)	

Disadvantages of E-mail

- Both you and the person receiving the email must have an email address and access to a computer or device that can access the Internet.
- Spam is a big problem, up to two-thirds of mails sent are spam.
- When you are on holiday, your email box can become full and extra messages might not get stored.
- You may have to wait a long time to get a reply.
- Email attachments can contain viruses.
- Some companies won't allow email attachments to be received.

Thank You...

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